

TRANSPORTATION AUTHORITY OF MARIN (TAM)
EXECUTIVE COMMITTEE MEETING
MAY 11, 2005

Commissioner members present: Al Boro, Vice-Chair, City of San Rafael
Peter Breen, Town of San Anselmo
Steve Kinsey, Chair, Marin County Board of Supervisors
Joan Lundstrom, City of Larkspur
Cynthia Murray, Marin County Board of Supervisors
Paul Smith (Alternate), Town of Tiburon

Commissioner members absent: Lew Tremaine, Town of Fairfax

Staff members present: Craig Tackabery, TAM Executive Director
Kathleen Booth, Recording Secretary

Chair Kinsey called the meeting to order at 3:07 PM.

1. Approval of Minutes from April 13, 2005 Meeting

The minutes from April 13, 2005 were approved without revision.

2. Executive Director's Report

Executive Director Tackabery passed out a listing of TAC and Oversight applications and discussed how to fill openings.

3. Strategic Plan Process and Near-Term Measure A Fund Allocations

Executive Director Tackabery introduced Trudy Presser from Nolte Associates. Trudy gave an overview on the draft financial outlook they would like to develop as a tool for use in the Strategic Plan Process. Secondly, she talked through the process that they would go through in bringing the items forward to the Board as they adopt the plan. Trudy recommended a conservative approach for the financial outlook. The initial analysis could include the following assumptions:

1. Net annual sales tax revenue available is a function of forecasted annual revenue less:
 - a. Annual Board of Equalization Administration fees
 - b. 1% of forecasted annual revenue for TAM administrative staff salaries and benefits
 - c. 4% of forecasted annual revenue for TAM administrative costs
 - d. Annualized Debt Service Cost on (assumed) \$30 M Bond
2. Net sales tax available by sub-strategy is a function of net annual sales tax revenue calculated per item 1 above, distributed by % per sub-strategy, as defined in the Expenditure Plan less:
 - a. 10% Reserve
 - b. Program Management Cost for Sub-strategy
 - c. Finance cost for disbursements in advance of actual sales tax revenue, if needed

Chair Kinsey questioned how the guidelines address the five-year reconciliation aspect. Trudy responded that it does not and at this time it is just a starting point. Chair Kinsey questioned if Trudy was familiar with a 10% reserve in other agencies and would we develop policy as to when and how to use the 10%. Trudy responded yes we would.

Commissioner Murray questioned how we keep track of how Measure A funds are leveraged, i.e. 101 Gap Closure. Is there a way to capture that? Trudy responded that we would build this into model.

Executive Director Tackabery noted the last paragraph of the staff report talked about the Technical Advisory Committee (TAC). The Expenditure Plan requires the TAC to advise on infrastructure investments. Staff intends that the TAC will be used for CMA funding also and getting feedback on other items. He questioned whether we should bring these financial policies to the TAC or continue to bring them directly to the Executive Director and TAM?

It was the consensus of the Executive Committee to use the suggested financial outlook. It will be used in entertaining near-term allocation requests prior to adoption of the Strategic Plan, and for discussion purposes with potential Measure A claimants, and that financial policies be discussed at the Executive Committee and TAM rather than the TAC.

4. Crossing Guard Program Status

Chair Kinsey introduced the Crossing Guard Program and referenced the questionnaire and timeline for development. Executive Director Tackabery stated the Expenditure Plan provides funding for crossing guards. There currently is no countywide entity providing crossing guards. We are creating a new program and we've developed a questionnaire to go to all schools.

Commissioner Breen was concerned that we allay the fears of current crossing guards that may feel they will be targeted for dismissal. On question #2, he would like it to read, "need", rather than "like".

Commissioner Lundstrom would like name of school, location, number of students, grades, and add a line for other issues on the questionnaire.

It was the consensus of the Executive Committee the Crossing Guard Program Questionnaire should be used with revisions.

5. Consistent Look and Feel for TAM Materials

Executive Director Tackabery introduced Sarah-Layton Wallace of CirclePoint to give an overview of the look and feel for TAM materials. Sarah referred to the proposed look and feel handout with various colors, fonts, various Measure A logos and asked for feedback.

Chair Kinsey summarized the Executive Committee discussion; they like staying with general TAM logo, liked a two-color approach, comfortable with darker green and blue, but need to try a few different shadings. He requested Sarah come back with those changes.

Executive Director Tackabery stated TAM also needed to select a Measure A logo. Chair Kinsey liked the circular Measure A. Commissioner Murray liked the SCTA road sign. Chair Kinsey directed Sarah to find more of a reference to transportation, and it should have a “brand” quality more than words.

6. Proposed Annual Report Format

Executive Director Tackabery informed the Committee that TAM is required to prepare and adopt an annual report each year and make it widely available. Sarah Layton-Wallace recommended a simple format, tri-fold, with TAM’s look and feel colors.

Commissioner Murray suggested larger font so it would be easier to read. The Committee concurred on proposed format 11 x 25 1/2, tri-fold, TAM look and feel colors.

Sarah asked the Committee to consider distribution.

Committee agreed to #1. below:

1. TAM’s current mailing list
Assume 750 copies printed/165 mailed to TAM mailing list, libraries, city halls
Approx. reproduction \$1,200
Approx. mailing \$300

Committee agreed we also distribute a Post Card to frequent voter list. It would reference Website, give the option to request a copy of the annual report, offer opportunity to sign up for TAM mailing list.

7. Review of Bicycle Master Plan Request for Proposal (RFP) Process

Executive Director Tackabery introduced the Bicycle Master Plan Request for Proposal (RFP). TDA funds allow us to set aside the money every five years to update the plans. After meeting with the public works directors, we had the idea that maybe TAM should take the lead and do one master contract and let the cities, towns and county work off that.

Commissioner Breen requested the title be changed from Bicycle Master Plan to Bicycle Master Plan Update so it does not look like a new program.

Chair Kinsey noted the process was outlined in the packet, with award of contract in September.

8. Administrative Set-up

Executive Director Tackabery introduced Administrative Set-up and passed out a survey of what type of retirement other agencies have in place. He stated it would not be possible to have retirement in place by July 1. Plan could not be retroactive, but possibly you could buy time. We need direction on if we should pursue PERS or 1937 ACT plan. He introduced Kris Kristensen. Kris and Commissioner discussed pros and cons of PERS versus 1937 ACT.

Board agreed to wait a month to make decision. Executive Director Tackabery will do more research to find out if we can offer both PERS and 1937 ACT.

TAM will set up a 457 Deferred Compensation Plan as soon as possible.

Executive Director Tackabery introduced real estate location issues to be addressed. Vice-Chair Boro suggested new Executive Director could determine where new place would be. Chair Kinsey asked staff to get something on a six-month basis or a month-to-month starting July 1 for the Executive Director.

Executive Director Tackabery's written report summarized other set-up issues, including: employee health, dental, vision benefits, Section 125 documents for benefits to be tax exempt, information systems support, accounting and payroll services, workers' compensation and liability insurance, TAM filing system.

9. Auditor Selection Process

Executive Director Tackabery introduced the Auditor Selection Process staff report and recommended we use the Santa Clara County model which involves the Citizen Oversight Committee in the selection of the auditor.

It was the consensus of the Executive Committee to use the Santa Clara County model.

10. Open Time for Public Expression

None.

Chair Kinsey adjourned the Ex Comm. meeting at 4:33pm.